

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060004-6

TO : Director of Logistics

DATE: 23 June 1955

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

25X1A

a. ██████████ Depot: (continued item)

25X1A

- (1) The Auditor-in-Chief accompanied by two members of his staff visited the Depot for the purpose of acquainting the Auditor-in-Chief with the operations of the installation.
- (2) The move of the excess materiel from the ██████████ Warehouse and the return to stock of Condition One items have now been completed.

(3) Public Building Service personnel have started work on the expansion of the Ordnance Shop and construction of the paint spray booth. This over-all work will include relocation of the Typewriter Repair and Furniture Repair Shops.

(4) Work on the Ordnance rehabilitation program was begun on 20 June.

b. Supply Training: (continued item)

(1) The Eighth Logistics Support Course is scheduled to commence on 6 September 1955 with the Supply Division phase beginning on Monday, 12 September.

(2) One individual from Supply Division was selected for enrollment in the Effective Writing Course #2. A waiting list of persons desiring enrollment in the Effective Writing Courses has been prepared and names of applicants will be submitted to the OL Training Officer as subsequent courses are scheduled.

2. PROJECTS AND STUDIES IN PROCESS:a. Requirements Forecasts: (continued item)

The proposed revision of instructions for forecasting materiel requirements (renumbered ██████████) has been sent to SSA/DD/S for distribution

25X1A

~~SECRET~~

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060004-6

to the Senior Staff, Area Divisions, DD/P, Office of Communications, and Medical Staff for formal coordination. Comments and/or concurrence have been requested by 27 June.

b. Supply Regulations: (continued item)

STATINTL

(1) [REDACTED] RCS informs that this proposed publication has been authenticated by DD/S and will be forwarded for further authentication by DD/P.

STATINTL

(2) [REDACTED] RCS has advised that this proposed publication has been authenticated by DD/P and will be forwarded for printing. Supply Division will draft a cover dispatch for approval of DD/P in order that copies of publication may be dispatched to all current detached stations.

25X1A

c. Project [REDACTED] (continued item)

25X1A

The first major movement of material for Project [REDACTED] departed for destination on 21 June 1955. Expected time of arrival at the intermediate shipment point is 1 July 1955.

d. Stock Level Review and Replenishment: (reopened and continued item)

(1) Review of Materiel Groups V (Commo) and VI (Medical) for adjustment of stock levels and determination of quantities to be ordered for stock has been completed.

(2) Review of Materiel Group VII (General Supplies) for adjustment of stock levels is 75% complete. Replenishment requisitions will be prepared when FY 1956 funds become available.

e. Stock Purification Program: (reopened and continued item)

A review and analysis of the report of items for which there have been no issues for a period of one year has resulted in the following to date:

(1) Two hundred and four items in Materiel Group VI (Medical) have been declared obsolete and will be disposed of.

(2) Two hundred and ninety-two items in Materiel Group VI (Medical) have been designated as Limited Standard. Levels for these items will be cancelled and no further replenishment will be effected.

25X1A

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060004-6

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060004-6

b. Safe Files: (continued item)

(1) The current status of safe files is: 16 on hand, 191 due out. The 200 safe files received on P.O. 55-3143 have not yet been accepted.

(2) Thursday, Friday, Saturday, and Monday, 16, 17, 18, and 20 June respectively, a mechanic from Herring-Hall Marvin Safe Company, one warehouse employee, designated by Physical Security, and a GSA Inspector inspected each of the 200 safe files received on P.O. 55-3143. All mechanical defects were corrected and inspection completed by the GSA Inspector. A formal report is now in process from GSA.

c. Surplus Property: (continued item)

25X1A

d. Consolidated Memorandum Receipts on Detached Stations: (continued item)

25X1A

CMR~~s~~ have been received from [REDACTED]
These have been reconciled with the accountable records.

e. Distribution of Alphabetical Listings: (continued item)

Alphabetical listings of Agency Supply Catalogs have been forwarded via dispatch to eight field accountable installations leaving a balance of five to be forwarded.

25X1A

f. [REDACTED] Developments: (continued item)

(1) Work is progressing with the new organization with much remaining to be done by 1 July. However, plans and procedures are being co-ordinated and it is expected that on 1 July acceptable organization will be prevalent with minor changes and revisions to be made. Schedules for the accomplishment of various phases of administration are being met by the new Contractor.

(2) Personnel requirements on the packaging staff will be met and present indications are the possible loss of one man, which will not hinder operations to a great degree. Guard personnel requirements are being met and maintenance personnel will remain with few exceptions. At present, the engineer personnel problem for research is being reviewed regarding cross utilization of personnel on other projects. This is a security decision and a memorandum has been forwarded by the Security Officer at this Station requesting decision.

~~SECRET~~

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060004-6

25X1A

(4) Property is completely marked on our contracts and inventory has been completed on the nonexpendable property on packaging. Inventory on the property purchased under the Research contract of our Organization will commence next week. Both inventories are subject to recheck on 30 June prior to turnover of property.

(5) The President of the new Contracting Company visited the Station to examine existing facilities.

25X1A

(6) A Packaging Engineer from the Supply Division visited the Station to develop the final packaging requirements in connection with the [REDACTED] Project. All materials are on hand and the scheduled completion date for delivery, 24 June, will be met.

g. Cost Accounting Reports Prepared by Finance Division: (continued item)

25X1A

A cable has been initiated to FE Support [REDACTED] notifying them of the new procedure to include a Fiscal Year Code as a prefix to the Allotment Account Symbol (Material Cost Code). A follow-up dispatch will be prepared and forwarded by TAS/Compt., with a format of revised Monthly Cost Reports.

h. Estimates for the FY 57 Budget: (new and continued item)

Preliminary estimates for the FY 57 budget have been submitted to the Budget Officer, OL, consisting of a net increase of [REDACTED] over the FY 56 budget.

25X1A

25X1A

i. Move of Agency Property [REDACTED] (new and completed item)

25X1A

25X1A

The [REDACTED] Building and the Cinder Block Building at [REDACTED] have reverted back to the owners. All Agency property and equipment have been removed and either utilized at other facilities or returned to stock.

4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Current status of Division's Objectives was reported to the Assistant Director of Logistics on 15 April 1955.

25X1A